

Google Calendars

Google has many on-line tools free for use . . . today's topic is Calendar.

Go to www.Google.com

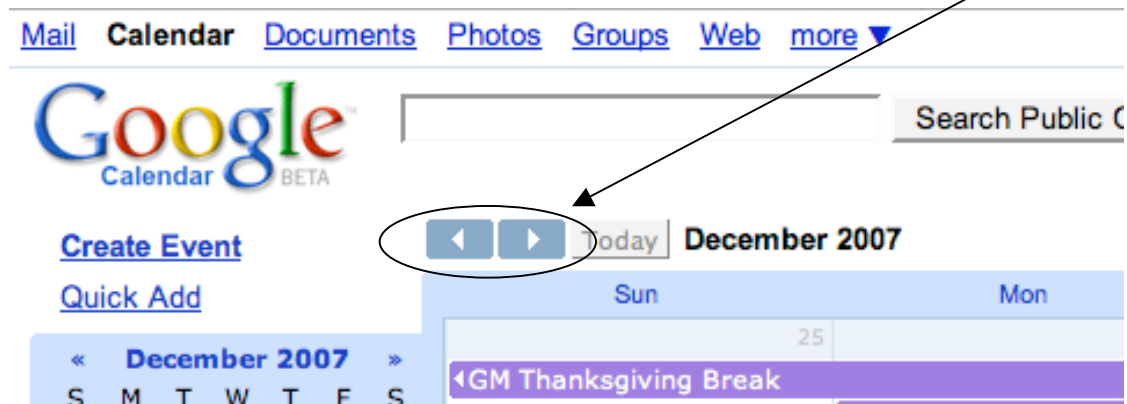
At left, click more
Choose Calendar

Create an account

Use your current email address (or create a Gmail account)
Choose a password easy for you to remember

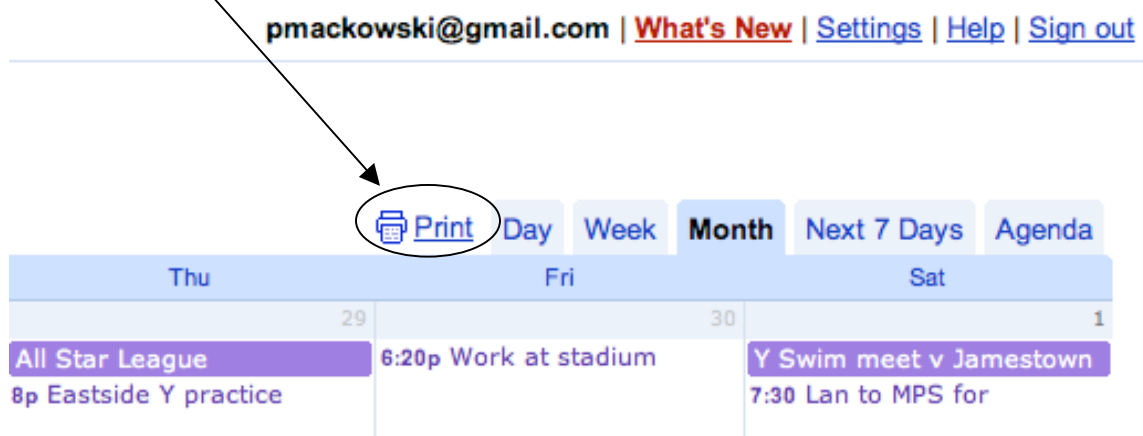
Views

Day, Week, Month, Next 7 Days, Agenda view
Go forward to next month(s) or back to previous month(s) by using arrows



Print

Click Print (next to views)



Add events to your calendar

- Click on the date and type event (Movie with Sue, ie.)
- Click Create Event or edit event details
- Add place, time, and other details
- Can invite a guest (supply email address)—box to right
- Can use reminders (pop-up or email, etc.)—box below
- Click SAVE

« Back to Calendar Save Cancel

What

When to ☐ All day

Repeats:

Where

Calendar

Description

Others can view your calendar

- Share your calendar's url

Set as your home page

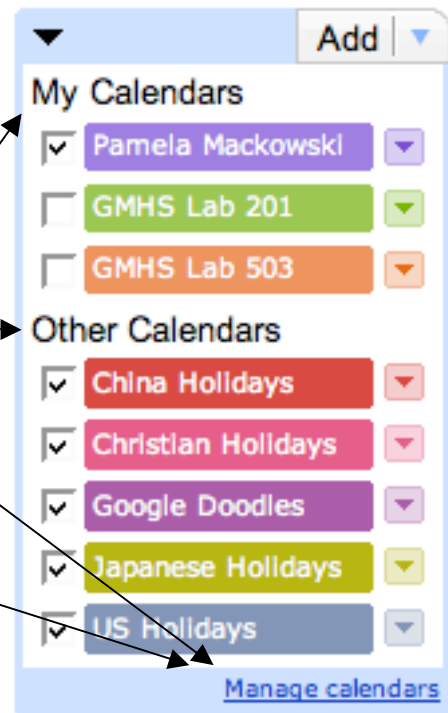
- Firefox—go to Firefox, Preferences, Main
- Safari—go to Safari, Preferences, General

Add other calendars

- My Calendars (other Google Calendars)
- Other Calendars (online)
- Click Manage Calendars

Change settings for your calendar

- Click Manage Calendars, General Tab



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